



Land Development Application

City of Newburgh, New York, Planning Board

123 Grand Street, Newburgh, New York 12550

Phone: (845) 569-7400

Fax: (845) 569-0096

www.cityofnewburgh-ny.gov

Check all that apply:

(*Supplemental submissions are necessary. See checklists above.)

Site Plan*

- ☐ Preliminary
- ☐ Final
- ☐ Modification
- ☐ Extension of Time

☐ **Special Use Permit***

Subdivision*

- ☐ Preliminary
- ☐ Final
- ☐ Modification
- ☐ Extension of Time
- ☐ Resubdivision

State Environmental Quality Review Act (SEQRA)*

- ☐ Part 1 of the *Short* Environmental Assessment Form.
- ☐ Entire *Short* Environmental Assessment Form.
- ☐ *Full* Environmental Assessment Form.

Environmental Assessment Forms available from City of Newburgh Planning Board or online at
<http://www.dec.state.ny.us/website/dcs/seqr/seqrldd.html>

Submissions will not be accepted without use of the NYS DEC EAF mapper, available at
<http://www.dec.ny.gov/eafmapper/>

Chapter 269 Coastal Consistency Determination*

- ☐ Coastal Assessment Form

GML 239 Determination

- ☐ Submission required

- ☐ **Other:** _____
- ☐ **Other:** _____

For Internal Use Only:

Application Receipt Date:	Index No.:
	Special Permit No.:
	Rect. No.:
	Meeting Date:
	Public Hearing:
	Action Date:
	P.B. Fee Paid:
	Escrow Fee Paid:



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A. OVERVIEW

The Land Development Application is reviewed by the Planning Board and must be completed for site plan, subdivision, and special use permit approvals. These applications require a substantial amount of information in order to comply with New York State and City of Newburgh laws. Compiling and preparing this information takes time and often requires the assistance of a licensed professional. In order to efficiently process every application and, if necessary, have it reviewed by the appropriate Boards and Departments, it is important to strictly adhere to all deadlines. Please give yourself enough time to complete all of the required information before you make any submission. ***Administrative staff will not accept incomplete or late applications.***

B. LAND DEVELOPMENT APPLICATION PROCESS



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Site Plan Application Instructions

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1. Site Plan Applications

a. Pre-Application Planning Board (optional)

Prior to a formal appearance before the City Planning Board, the applicant may attend an optional Pre-Application Planning Board Workshop to discuss the applicant's site development proposals informally with the Planning Board. During this workshop, the Planning Board guides the applicant toward productive use of his or her land within the regulations to avoid and minimize potential environmental impacts. The Planning Board also provides the applicant with their general impressions of the proposed site plan application, their suggestions, and advice, which may be incorporated into the formal submission.

To attend a Pre-Application Planning Board Workshop, the applicant must complete and submit to the Land Use Board Secretary the following: (1) a *Land Development Application* (see below), (2) a schematic showing sufficient information for the City Planning Board to provide informal comments and direction to the applicant, and (3) a request for placement on the next City Planning Board Meeting agenda. If the submission is sufficient, it is placed on the agenda for the next Planning Board Meeting. The Department of Code Compliance is located in the Old Courthouse at 123 Grand Street, and the submission deadline for an upcoming Planning Board Meeting is 12:00 PM on the first Friday of the month.

Planning Board Meeting

Third Tuesday of the month at 7:30 PM
Council Chambers, 83 Grand Street, Third Floor

b. Post-Application Technical Workshop

In advance of filing a formal application, the applicant must attend a mandatory post-application Technical Workshop to obtain the City staff's technical expertise for the required submission materials, as well as a roadmap through the review and approvals process. To be placed on the Technical Workshop agenda, the applicant must complete and submit all required items listed on the *Primary Checklist* below to the Land Use Board Secretary. If the application is complete and sufficient, City staff will address the completed application at a Technical Workshop. The deadline for submitting an application package for an upcoming Post-Application Technical Workshop is 12:00 PM on the third Friday of the month.



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Technical Workshop Session

First Wednesday of the month at 10:00 AM
Department of Code Compliance, 123 Grand Street

At the Technical Workshop, the applicant will meet with the City Engineer, City Attorney, City Building Inspector, Department of Planning and Development, City Department of Fire Prevention and City Planning Board Chairperson (or designated representative) to discuss the proposed site plan and to determine which site plan requirements may be necessary in developing and submitting the required plan. City staff will alert the applicant to all permits and approvals the project requires and provide detailed, technical advice to help complete the required plan. For example, the Engineer may give technical advice to help the applicant meet stormwater regulations or make proper sewage connections. The applicant must follow this technical assistance to complete the plan prior the official Planning Board meeting. In addition, the Engineer and City Planner may provide the applicant with discretionary assistance, suggesting improvements the applicant can make to mitigate any site problems and ensure that the project's benefit to the applicant outweighs any negative effect on surrounding neighbors.

c. Formal Application for Site Plan Approval

Following the Technical Workshop, the applicant must submit to the Department of Code Compliance a formal *Land Development Application* using instructions and advice from the workshop. If approved for inclusion, the application is placed on the agenda for the next Planning Board Meeting, and the applicant must submit all required items listed on the *Final Checklist* below. The deadline for submitting a final application for an upcoming Planning Board Meeting is 12:00 PM on the first Friday of the month.

Planning Board Meeting

Third Tuesday of the month at 7:30 PM
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After receiving a complete site plan application, the Planning Board, at its discretion, may hold a public hearing within 62 days of the application's submission. At the applicant's expense, notice of the hearing must be mailed to adjacent neighbors and published in the newspaper. The applicant must obtain a list of all properties within 500 feet of the subject



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property from the Assessor and obtain a copy of the public hearing notice from the Planning Board Secretary. Then, the applicant must stamp, address, and stuff envelopes and return them with sufficient time for the Planning Board Secretary to mail the notices. At least ten days prior to the hearing, the Planning Board Secretary will publish the public notice in the newspaper, mail the notices by regular mail, and prepare affidavits of the publication and mailing, which the applicant must retrieve and submit to the Planning Board at the Department of Code Compliance. These affidavits then become part of the application.

Unless the Planning Board and applicant agree otherwise, the Planning Board will make a decision regarding the site plan application within 62 days after the public hearing concludes, or if no hearing is held, within 62 days of the complete application's submission. A copy of the decision will be filed in the City Clerk's office and mailed to the applicant within five days of the decision. Within six months of a site plan approval, the applicant must submit multiple copies of the approved site plan to the Planning Board at the Department of Code Compliance for stamping and signing. Following this, the Planning Board will forward a copy of the approved site plan to the Building Inspector and applicant, after which the Building Inspector may issue a building permit and certificate of occupancy. Site plan approval expires if the applicant fails to obtain necessary permits or comply with required conditions within one year of its issuance.



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2. Subdivision Applications

a. Sketch Plan Meeting

Prior to submitting a formal subdivision application, the applicant may attend an optional meeting with the Planning Board to informally review and discuss a sketch plan of the proposed street layout. To schedule a Sketch Plan Meeting with the Planning Board, the applicant must complete and submit the following to the Land Use Board Secretary: (1) a *Land Development Application* (see below), (2) a sketch plan containing all items listed the sketch plan checklist in Part III of the application, and (3) a request for placement on the next City Planning Board Meeting agenda. If the submission is sufficient, it is placed on the agenda for the next Planning Board Meeting. The deadline for submitting a sketch plan for an upcoming Planning Board Meeting is 12:00 PM on the first Friday of the month.

Planning Board Meeting

Third Tuesday of the month at 7:30 PM
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b. Preliminary Plat Application

After the optional Sketch Plan Meeting, the applicant must submit to the Land Use Board Secretary all required items listed on the *Primary Checklist* below, including the completed preliminary plat. Additionally, the applicant must deliver written notice via certified mail or hand delivery to the City Clerk stating the date of submission and including a copy of the completed application. If approved for inclusion, the application is placed on the agenda for the next Planning Board Meeting. The deadline for submitting a preliminary plat for an upcoming Planning Board Meeting is 12:00 PM on the first Friday of the month.

Planning Board Meeting

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Within 62 days of receiving the preliminary plat application, the Planning Board will submit the plat and the applicant's preliminary cost estimate for any performance bond to the City Engineer for review and approval, respectively. Also within this timeframe, the Planning Board will hold a public hearing on the preliminary plat. At the applicant's expense, notice of the hearing with a description of the project must be mailed to adjacent neighbors and published in the newspaper. The applicant must obtain a list of all properties within 300 feet of the subject property from the Assessor and obtain a copy of the public



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hearing notice from the Land Use Board Secretary. Then, the applicant must stamp, address, and stuff envelopes and return them with sufficient time for the Land Use Board Secretary to mail the notices. At least ten days prior to the hearing, the Land Use Board Secretary will publish the public notice in the newspaper, mail the notices by regular mail, and prepare affidavits of the publication and mailing, which the applicant must retrieve and submit to the Land Use Board Secretary. These affidavits then become part of the application.

After the public hearing and within 62 days of the application's submission, the Planning Board will approve, conditionally approve, or disapprove the preliminary plat and provide the applicant with a written statement describing terms for conditional approval, reasons for disapproval, and required public improvements that are waived upon request. If approved, the Planning Board will endorse the original and photographic Mylar, as well as any conditions, and return the photographic Mylar to the applicant. Following this, the applicant should submit one print each of the approved plat to the City Engineer, the City Clerk, and the Assessor.

c. Final Plat Submission

Within six months of receiving written notice of the Planning Board's final decision regarding the preliminary plat, the applicant must submit by certified mail to the Land Use Board Secretary all required items listed on the *Final Checklist* below, including the final plat. Additionally, the applicant must deliver, via certified mail or hand delivery, written notice stating the date of submission with a copy of the completed application to the City Clerk. If approved for inclusion, the application is placed on the agenda for the next Planning Board Meeting. The deadline for submitting a final plat for an upcoming Planning Board Meeting is 12:00 PM on the first Friday of the month.

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Within 62 days from the date of submission of the final plat application, the Planning Board will approve, conditionally approve, or disapprove the plat. If approved, the Planning Board will endorse the original and photographic Mylar, as well as any conditions, and return the photographic Mylar to the applicant. Then, the applicant should submit one print each of the approved plat to the City Engineer, the City Clerk, and the Assessor. Prior to final subdivision plat approval, either appropriate public improvements must be installed and approved, or the applicant must submit an acceptable performance bond.



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3. Special Use Permit Applications

a. Preliminary Conference-

Before submitting a formal *Land Development Application* for a Special Use Permit, the applicant must attend a Preliminary Conference with the Building Inspector to discuss the nature of the proposed use and to determine what information to include in a site plan, if necessary. To schedule a Preliminary Conference, the applicant must complete and submit all required items listed on the *Primary Checklist* below to the Land Use Board Secretary. If the submission is complete and sufficient, the Building Inspector will schedule the Preliminary Conference. The applicant must follow any technical assistance and instructions received at the Preliminary Conference when completing the application and any necessary site plan.

b. Formal Application for Special Use Permit

Following the Preliminary Conference, the applicant must submit to the Land Use Board Secretary a formal *Land Development Application* using instructions and advice from the conference. If approved for inclusion, the application is placed on the agenda for the next Planning Board Meeting, and the applicant must submit all required items listed on the *Final Checklist* below. The deadline for submitting a final application for an upcoming Planning Board Meeting is 12:00 PM on the first Friday of the month.

Planning Board Meeting

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After receiving a complete special use permit application, the Planning Board must hold a public hearing within 62 days of the application's submission. At the applicant's expense, notice of the hearing with a brief description of the proposed special use must be mailed to adjacent neighbors and published in the newspaper. The applicant must obtain a list of all properties within 300 feet of the subject property from the Assessor and obtain a copy of the public hearing notice from the Land Use Board Secretary. Then, the applicant must stamp, address, and stuff envelopes and return them with sufficient time for the Planning Board Secretary to mail the notices. At least ten days prior to the hearing, the Land Use Board Secretary will publish the public notice in the newspaper, mail the notices by regular mail, and prepare affidavits of the publication and mailing, which the applicant must submit to the Land Use Board Secretary. These affidavits then become part of the application. Additionally, the applicant must post a notice on a sign purchased from the City Clerk. The sign must be posted in public view in a conspicuous location within three days after the



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Planning Board schedules the hearing and must remain there until the day after the hearing is closed.

Unless the Planning Board and applicant agree otherwise, the Planning Board will make a decision regarding the special use permit application within 62 days after the public hearing concludes. The Planning Board may approve, modify, or deny the application, and if the Board approves the application, it may attach conditions necessary to accomplish the Zoning Ordinance's objectives. These conditions may include a time limitation, erection of a solid board fence entirely around the site to a height of six feet before the use requested is initiated, or another condition that the Planning Board deems necessary. Additionally, special use permit applicants must comply with all building code and other ordinance requirements.

A copy of the decision will be filed in the City Clerk's office and mailed to the applicant within five days of the decision. Once granted, the special use permit expires without further action if the permittee fails to exercise the special use permit approval, obtain other necessary permits, or comply with required conditions within one year of its issuance without renewal or if the special permit use ceases for more than 24 consecutive months. If a permittee fails to comply with special use permit conditions, the permittee will receive notice of the City's intention to revoke the permit at least ten (10) days prior to a Planning Board hearing thereon. After it reviews the matter at the hearing, the Planning Board may revoke the special use permit.



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4. Application Referrals

For all land development applications, the Planning Board will make the following application referrals.

SEQRA Review

Upon receipt of a complete application, the Planning Board initiates the SEQRA process by circulating the application and EAF to all involved agencies or by issuing a positive or negative declaration within 20 days. If the proposed project will have a significant effect on the environment, the Planning Board will issue a positive declaration, requiring the submission of a draft environmental impact statement (DEIS). Time periods for decision-making do not begin to run until the Planning Board accepts a DEIS or issues a negative declaration.

County Review

The Planning Board will refer a site plan or special use permit application to the Orange County Department of Planning if the site plan or proposed special use falls within 500 feet of:

1. The municipal boundaries,
2. Any existing county or state park or recreational area,
3. Any existing or proposed county or state roadway,
4. Any existing or proposed right-of-way for a streams and drainage channel owned by the County for which the County has established channel lines, or
5. Any existing or proposed county- or state-owned land on which a public building or institution is situated.

The County may issue recommendations to the Planning Board a minimum of 30 days of receiving the application and a maximum of up to two (2) days prior to a regularly scheduled meeting where a board will be taking action. The County and City may agree to an extension beyond this time period.

For subdivision applications, the Planning Board, in its discretion, may submit the preliminary plat to the Orange County Department of Planning for review. If the proposed subdivision is five lots or more, the preliminary plat is submitted to and approved by the Orange County Department of Health.

Conservation Advisory Council Review

At its discretion, the Planning Board may refer any site plan or special use permit application to the City's Conservation Advisory Council (CAC) for review and recommendations. The 30-day CAC review time period runs concurrently with the Planning Board's required 62-day review timeframe.

When the Planning Board receives a land development application for a property within the City's Waterfront Revitalization Area Boundary, it must refer the applicant's



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completed coastal assessment form (CAF), along with the completed land development application and Short or Full EAF, to the CAC within ten days of receipt. The CAC may require the applicant to submit any other information deemed necessary and must submit a written coastal consistency recommendation to the Planning Board within 30 days of the referral, unless extended by mutual agreement between the advisory agency and applicant. Following this, the Planning Board must release a consistency determination based on the CAF and the CAC's recommendation. If the CAC does not submit its recommendation within 30 days, the Planning Board will make its determination without the recommendation.

Architectural Review Commission Review

If a land development application affects a parcel within the East End Historic District or Colonial Terraces Architectural Design District, the Planning Board will refer the application package, including the applicant's completed certificate of appropriateness (COA) application, to the Architectural Review Commission (ARC) for review and recommendations. The ARC may issue recommendations to the Planning Board within 30 days of receiving the application.

C. PRIMARY CHECKLIST

The applicant must submit to the Land Use Board Secretary an application package containing the following *Primary Checklist* items, as well as a completed *Land Development Application* (see below), to schedule the following:

- Placement on the site plan Post-Application Technical Workshop agenda,
- Placement on the Planning Board meeting agenda for a subdivision preliminary plat, OR
- A special-use-permit Preliminary Conference.

The deadline for submitting an application package for an upcoming Post-Application Technical Workshop is 12:00 PM on the third Friday of the month.

The deadline for submitting a preliminary plat for an upcoming Planning Board Meeting is 12:00 PM on the first Friday of the month

Application packages not received by these deadlines will not be placed on the agendas. NO EXCEPTIONS.

There is no deadline for submitting an application package for a Preliminary Conference. The Building Inspector will schedule these conferences on a case-by-case basis as completed application packages are received.



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<input type="checkbox"/>	Completed Land Development Application and Primary Checklist items.
Pre-Application Process.	
<input type="checkbox"/>	Technical Workshop to review Site Plan Application
<input type="checkbox"/>	Preliminary Plat Review at Planning Board Meeting
<input type="checkbox"/>	Preliminary Conference with Building Inspector to review Special Use Permit Application
Fees. All applications must include the appropriate fee, by check, made payable to "City of Newburgh".	
<input type="checkbox"/>	Subdivision Fee Parks, open space, and minor subdivisions: \$0.05 per square foot of subdivided area Lot line change and two-lot subdivision with existing residential structure: \$200 Minor subdivision of 4 lots or fewer: \$200 Major subdivision of 5 lots or more: \$200, plus \$50 per lot Inspection of public improvements: 3% of the value of bonded improvements Public hearing: \$150, plus \$50 for obtaining a public hearing notification list from the City Assessor
<input type="checkbox"/>	Site Plan Residential (4 or fewer dwelling units): \$200 Residential (5 or more dwelling units): \$200, plus \$100 per unit Commercial: \$1,000, plus \$100 per 1,000 square feet of floor area Inspection of public improvements: 2% of the value of bonded improvements
<input type="checkbox"/>	Recreation fee in lieu of land (at Board's discretion) As determined by the Planning Board
<input type="checkbox"/>	Special Use Permit Residential: \$150 Commercial: \$250
<input type="checkbox"/>	Public Hearing Fee \$150, plus \$50.00 for obtaining a public hearing notification from the City Assessor
<input type="checkbox"/>	Escrow Fee for professional services required in review process The application shall, in addition to any fees established pursuant to Chapter 266 and in addition to any fees established by Chapter 158 of this Code, pay the actual cost of the following services which may be reasonably required by the Planning Board in the processing of the application: Engineering Services; Review during construction, inspection services; Planning services. The sums of money deposited pursuant to this subsection shall be placed in an escrow account to cover such costs, which account shall be drawn against in the course of the review of the particular application. Initial deposit shall be \$500. Subsequent deposits shall be required as needed. Any amount remaining in the account on completion of review shall be refunded.
<input type="checkbox"/>	Affidavit of Public Hearing Notice



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	Submit affidavit showing notice mailed to adjacent property owners and published in newspaper. See <i>Land Development Application</i> Process above for specific details.
<input type="checkbox"/>	<p>For Site Plans: Submit Two (2) Hardcopies</p> <p>The applicant must complete the separate site plan checklist in the <i>Land Development Application</i> below and include that information in the submitted site plan. All applicants must submit two (2) hardcopies of required plans with their application.</p>
<input type="checkbox"/>	<p>For Subdivision Plats: Submit one (1) Original Mylar, One (1) Photographic Mylar, and one (1) Contact Prints of Preliminary Plat</p> <p>The applicant must complete the appropriate subdivision checklist in the <i>Land Development Application</i> below and include that information in the submitted plat. All applicants must submit with their application one (1) original mylar, one (1) photographic mylar at the same scale, and one (1) contact print of the preliminary or final plat at a standard sheet size of 22" by 34" by 44".</p>
<input type="checkbox"/>	<p>For Special Use Permits: Three (3) Hardcopies of Site Plan</p> <p>Pursuant to Newburgh City Code a special use permit application must include a site plan, although the Planning Board may waive site plan approval if the special use permit does not involve physical alteration or disturbance on a site. At a minimum, the special use permit application must include a plan showing the size and location of the lot, as well as the location of all buildings and proposed facilities, including access drives, parking areas, and all streets within 200 feet of the lot lines. If required, the applicant must complete the separate site plan checklist in the <i>Land Development Application</i> below and include that information in the submitted site plan. All applicants must submit three (3) hardcopies of required plans with their application. The applicant may submit one plan for multiple special uses on the same parcel(s). Additionally, Code Article XII provide numerous policies, factors, and specific standards for special uses. Special use permit applicants should review these sections in detail when preparing their submittals.</p>
<input type="checkbox"/>	<p>Digital Submission. The applicant <i>must</i> provide a complete set of digital plans in .pdf/ .tiff format at 300 dpi/ppi or greater.</p>
<input type="checkbox"/>	<p>Short or Full Environmental Assessment Form.</p> <p>Applicants must complete a SEQRA Form and submit it with their application package. The appropriate SEQRA Form depends on the project's location, type, and size. Consult additional SEQRA guidance online at http://www.dec.ny.gov/regs/4490.html to determine the appropriate SEQRA Form and select it from the following list:</p> <p><u>Part 1 of the Short Environmental Assessment Forms (Short EAF):</u> Use the Short EAF For Type II Actions listed in 6 NYCRR Section 617.5. Part 1 of the Short EAF is available at http://www.dec.ny.gov/permits/6191.html.</p>



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	<p>Entire Short Environmental Assessment Form (Short EAF): Use the entire Short EAF for Type I Actions that fall under the threshold contained in Part 617.4 or that are Unlisted Actions. The Short EAF is available at http://www.dec.ny.gov/permits/6191.html.</p> <p>Full Environmental Assessment Form (Full EAF): Use the Full EAF for applications that exceed any Type I threshold in Part 617.4. of the Full EAF is available at http://www.dec.ny.gov/permits/6191.html.</p> <p>Note: The City recommends that you use the EAF Mapper Application (www.dec.ny.gov/eafmapper/) that will generate partially completed EAFs.</p>
<input type="checkbox"/>	<p>Coastal Assessment Form (CAF).</p> <p>A completed CAF is required for properties located inside the City's Waterfront Revitalization Area Boundary. Consult the following map to determine whether subject property falls within this boundary: http://docs.dos.ny.gov/communitieswaterfronts/LWRP/Newburgh_C/Original/NewburghSI.pdf.</p> <p>If a CAF is required, the applicant must review Code Chapter 159 at http://ecode360.com/28160802, complete the CAF, and submit the completed CAF with the application package. The Planning Board will make a referral to the Conservation Advisory Council for an Advisory Opinion.</p>
<input type="checkbox"/>	<p>Certificate of Appropriateness (COA)</p> <p>If the subject property falls within the East End Historic District or Colonial Terraces Architectural Design District, the applicant must obtain a COA from the Architectural Review Commission (ARC) for any exterior alteration, restoration, reconstruction, demolition, new construction, or moving of a landmark. In addition, a COA is required for any material change in the appearance of such a property, its light fixtures, signs, sidewalks, fences, steps, paving, or other exterior elements visible from the public street or alley that affect the appearance and cohesiveness of a district and its designated properties. To determine whether the subject property falls within one of these districts, consult the ARC's district maps at: http://www.cityofnewburgh-ny.gov/architectural-review-commission.</p> <p>If a COA is required, the applicant must review Code Chapter 300, Article V (available at http://ecode360.com/10875977).</p> <p>Additionally, the applicant must consult the Design Guidelines for Newburgh's East End Historic District (available at http://www.cityofnewburgh-ny.gov/sites/newburghny/files/file/file/eehd-designguide2008.pdf) or consult the Colonial Terraces Design Guidelines (available at http://www.cityofnewburgh-ny.gov/sites/newburghny/files/file/file/colonialterraceguidelines.pdf).</p>



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<p>The applicant must complete the COA application (available at http://www.cityofnewburgh-ny.gov/sites/newburghny/files/file/file/arc-application-0409.pdf) and submit it with the application package.</p>

D. FINAL CHECKLIST

For a formal application for site plan approval, a special use permit, or a final subdivision plat, the applicant must submit to the Land Use Board Secretary an application package containing the following *Final Checklist* items, as well as a completed *Land Development Application* (see below). **The deadline for submitting an application package for an upcoming Planning Board Meeting is 12:00 PM on the first Friday of the month. Application packages not received by this day and time will not be placed on the agenda. NO EXCEPTIONS.**

<input type="checkbox"/>	<p>Seven (7) Copies of Completed Land Development Application and Final Checklist Items OR one (1) Original Copy plus one (1) digital set of application materials in .pdf format on a CD.</p>
<input type="checkbox"/>	<p>For Site Plans: Thirteen (13) Hardcopies OR one (1) Original Copy plus one (1) digital set of application materials in .pdf/ .tiff format on a CD.</p> <p>The applicant must complete the separate site plan checklist in the <i>Land Development Application</i> below and include that information in their site plan. All applicants must submit thirteen (13) hardcopies of required plans with their application.</p>
<input type="checkbox"/>	<p>For Subdivision Plats: One (1) Original Mylar, One (1) Photographic Mylar, and either five (5) Contact Prints of Preliminary Plat OR one (1) digital set of Preliminary Plat in .pdf/ .tiff format on a CD.</p> <p>The applicant must complete the appropriate subdivision checklist in the <i>Land Development Application</i> below and include that information in their plat. All applicants must submit with their application one (1) original mylar, one (1) photographic mylar at the same scale, and five (5) contact prints of the preliminary or final plat at a standard sheet size of 22" by 34" by 44".</p>
<input type="checkbox"/>	<p>For Special Use Permits: Thirteen (13) Hardcopies of Site Plan OR one (1) Original Copy plus one (1) digital set of application materials in .pdf/ .tiff format on a CD.</p> <p>Pursuant to Newburgh City Code a special use permit application must include a site plan, although the Planning Board may waive site plan approval if the special use permit does not involve physical alteration or disturbance on a site. At a minimum, the special use permit application must include a plan showing the size and location of the lot, as well as the location of all buildings and proposed facilities, including access drives, parking areas, and all streets within 200 feet of the lot lines. If required, the applicant must complete the separate site plan checklist in the <i>Land Development Application</i> below and include that information in the submitted site</p>



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plan. All applicants must submit six (6) hardcopies of required plans with their application. The applicant may submit one plan for multiple special uses on the same parcel(s). Additionally, Code Article XII provide numerous policies, factors, and specific standards for special uses. Special use permit applicants should review these sections in detail when preparing their submittals.



Digital Submission. For digital submissions, documents must be in .pdf/ .tiff format at 300 dpi/ppi or greater.



Land Development Application

City of Newburgh, New York, Planning Board

123 Grand Street, Newburgh, New York 12550

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PART I – General Information:

A. Project Name: _____

B. Applicant: (If Applicant is not owner, Owner must complete attached proxy statement, in Part VI of this form, confirming authorization of Applicant.)

Name:					
Address:					
City:		State:		Zip:	
Phone:					
Fax:					
Email:					

C. Property Owner of Record (if different from Applicant):

Name:					
Address:					
City:		State:		Zip:	
Phone:					
Fax:					
Email:					

D. Person Preparing Plan or Plat:

Name:					
Address:					
City:		State:		Zip:	
Phone:					
Fax:					
Email:					

E. Applicant Representative: (Applicant must complete attached proxy statement, in Part VII of this form, confirming authorization of Applicant Representative.)

Name:					
Relationship to Applicant:					
Firm:					
Address:					
City:		State:		Zip:	
Phone:					
Fax:					
Email:					



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F. Property Interest of Applicant (check one):

- ☐ Owner. (include Owner's Affidavit attached)
- ☐ Purchaser or holder of an option to purchase wherein the purchase agreement or option are binding and subject to cancellation only if the Planning Board does not approve that for which the application is made. (Applicant must attach a copy of contract.)
- ☐ Holder of a lease for one (1) year or more from the date of application. (Applicant must attach copy of lease.)
- ☐ A verified agent of one (1) of the above. (include Owner's Proxy Statement attached)

G. Property Information:

Street Address:						
City:	Newburgh	State:	NY	Zip:	12550	
Location:	On the _____ side of _____ (Street) _____ feet _____ (Direction) of _____. (Street)					
Tax Map Designation:	Section:		Block:		Lot(s):	
	Section:		Block:		Lot(s):	
	Section:		Block:		Lot(s):	
Tax Map No.:						
Zoning District:						

H. List all contiguous holdings in the same ownership:

Section:		Block:		Lot(s):	
Section:		Block:		Lot(s):	
Section:		Block:		Lot(s):	



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I. Regulatory Compliance – Application Checklist for Permits

To facilitate the approval process, the City of Newburgh requests that applicants indicate below all permit applications that are **pending**, have been **approved** or have been **rejected** for the subject property. The following checklist will help familiarize City authorities with the project that is the subject of the current application. Please indicate all applications submitted for the property in question, including those that were prepared for projects separate from the current one. Intentionally omitting any items from this checklist is cause for delay or rejection of the application(s) being considered.

Board, Commission or Inspector	Date(s) of Prior Approval(s)	City Identifier Reference(s)	Previous Action(s) on Application(s)	New Permit(s) Applied for
Zoning Board of Appeals				<input type="checkbox"/>
Architectural Review Commission				<input type="checkbox"/>
Building Inspector				<input type="checkbox"/>
City Engineer				<input type="checkbox"/>
Public Works				<input type="checkbox"/>
Orange County				<input type="checkbox"/>
Other:				<input type="checkbox"/>



Land Development Application – Site Plan

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PART II – Site Plan Submission Requirements

A site plan application must include sufficient plans and descriptive information. Site plans must be prepared by a licensed professional engineer, architect, or landscape architect and must include information from the following checklist, provided to help guide the applicant's site plan preparation. In addition to this checklist, all site plan applicants should consult the required site plan information in Newburgh City Code § 300 Article XI and site plan review criteria in § 300-89. The City of Newburgh Planning Board may require additional material or revisions prior to granting approval.

Check

Box

Requirement

- ☐ VICINITY MAP ($\geq 1,000$ feet to the inch)
- ☐ EXISTING CONDITIONS MAP
- ☐ FIELD SURVEY OF BOUNDARY LINES (certified by licensed surveyor)
- ☐ SITE PLAN (drawn to scale on appropriate-sized sheet of paper; include the following information on the site plan and all sheets submitted in site plan application):
 - ☐ PROJECT NAME
 - ☐ SECTION, BLOCK, LOT NUMBER
 - ☐ STREET NAMES
 - ☐ PROJECT SITE BOUNDARIES
 - ☐ FIRE LANES
 - ☐ DATE OF PLAN
 - ☐ NORTH ARROW
 - ☐ SCALE OF PLAN
 - ☐ OWNER'S NAME AND ADDRESS
 - ☐ DEVELOPER'S NAME AND ADDRESS
 - ☐ SEAL OF ENGINEER/ARCHITECT/LANDSCAPE ARCHITECT
 - ☐ OWNER'S LETTER OF AUTHORIZATION (if applicant is not the owner)
 - ☐ NAMES OF ALL ADJACENT PROPERTY OWNERS WITHIN 500 FT OF PERIMETER
 - ☐ ZONING/SCHOOL/OVERLAY/SPECIAL DISTRICT BOUNDARIES WITHIN 500 FT OF PERIMETER
 - ☐ PROPERTY BOUNDARIES
 - ☐ BUILDING/SETBACK BOUNDARIES IF DIFFERENT FROM ZONING REQUIREMENTS
 - ☐ EXISTING STREET AND LOT LINES FROM CITY'S OFFICIAL/TAX MAP
 - ☐ EASEMENTS
 - ☐ AREAS DEDICATED TO PUBLIC USE
- ☐ LOCATION, USE & DIMENSIONS OF EXISTING AND PROPOSED STRUCTURES
- ☐ LOCATION, HEIGHT, SIZE, MATERIALS & DESIGN OF ALL PROPOSED SIGNS



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- ☐ TRAFFIC FLOW PATTERNS, ENTRANCES, EXITS, LOADING/UNLOADING AREAS, CURB CUTS ON AND WITHIN 100 FT OF SITE
- ☐ LOCATION, SIZE, DIMENSIONS, ACCESS, EGRESS, CIRCULATION PATTERNS, DESIGN, HANDICAPPED ACCESS & SIGNS FOR OFF STREET PARKING AREAS
- ☐ LOCATION OF PRESENT/PROPOSED SEWAGE LINES, SEPTIC SYSTEMS
- ☐ LOCATION OF PRESENT & PROPOSED WATER SUPPLY SYSTEM
- ☐ LOCATION OF PRESENT & PROPOSED TELEPHONE, CABLE, ELECTRICAL SYSTEMS
- ☐ LOCATION OF PRESENT & PROPOSED STORM DRAINAGE SYSTEM
- ☐ LOCATION OF ALL OTHER PRESENT & PROPOSED OVERHEAD/UNDERGROUND UTILITY SYSTEMS
- ☐ EROSION AND SEDIMENTATION CONTROL PLAN
- ☐ EXISTING & PROPOSED TOPOGRAPHY
- ☐ FEMA FLOODPLAIN BOUNDARY LOCATIONS (include additional information if parcel is within one-hundred-year floodplain)
- ☐ LIGHTING PLAN
- ☐ LANDSCAPING/PLANTING/GRADING PLAN
- ☐ NEW CONSTRUCTION/STRUCTURE ALTERATIONS TABLE (containing the following information):
 - ☐ USES INTENDED FOR STRUCTURE (give estimated structure area for each use)
 - ☐ ESTIMATED NUMBER OF EMPLOYEES
 - ☐ MAXIMUM SEATING CAPACITY
 - ☐ NUMBER OF PARKING SPACES EXISTING AND REQUIRED FOR USE
- ☐ ELEVATIONS (scale: 1/4 inch = 1 ft) & DESIGN FEATURES OF PROPOSED/ALTERED/EXPANDED EXTERIOR FAÇADES
- ☐ SOIL LOGS/PERCOLATION TEST RESULTS/STORMWATER RUNOFF CALCULATIONS (if requested)
- ☐ DISPOSITION PLANS FOR CONSTRUCTION/DEMO WASTE
- ☐ SEQRA SHORT EAF OR DRAFT EIS
- ☐ CULTURAL RESOURCE SURVEY (if appropriate)
- ☐ COMPLETE PROPOSED DEVELOPMENT (if applicant wishes to develop in stages)
- ☐ HAZARDOUS MATERIALS ASSOCIATED WITH PROPOSED INDUSTRIAL USE
- ☐ USE, STORAGE, TREATMENT & DISPOSAL OF HAZARDOUS MATERIALS
- ☐ VIEWSHED ANALYSES (only for WG, PWD, and part of DN Districts, as well as additional locations the Planning Board identifies during site plan review process)
- ☐ OTHER MATERIALS REQUESTED BY PLANNING BOARD



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Sample Format:

- ☐ Plan shall include a table, similar to the one below, showing the relationship indicated for relevant zoning limits and requirements:

Zoning Limit	Variance Required?	Variance Submitted?	Variance Type Required? (If Any)
Number of Parking Spaces	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lot Area/Dwelling	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Lot Size	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Buffer Strip	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Building Height	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Front Yard	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Side Yard	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

- ☐ The site plan submitted to the Planning Board for its approval shall carry the following endorsement and acknowledgement:

Approved by Resolution _____ of the Planning Board of the City of Newburgh, New York, on the _____ day of _____, 20____, subject to all requirements and conditions of said Resolution. Any change, erasure, modification or revision of this plan, as approved, shall void this approval.

Signed this _____ day of _____, 20____

Chairman

Secretary



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SITE PLAN PREPARER'S ACKNOWLEDGEMENT:

This site plan has been prepared in accordance with this checklist and the City of Newburgh Laws, to the best of my knowledge.

By: _____ **(Licensed Professional)**

Date: _____

**ALL FOLDED PLANS SHALL BE FOLDED WITH THE TITLE BLOCK AND
STAMP OF APPROVAL EXPOSED**



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PART III – Subdivision Submission Requirements

The following checklist provides the specifications for a sketch plan and preliminary and final subdivision plats. All plans shall be drawn to a convenient scale, not more than 100 feet to an inch, and shall include the information listed below. For preliminary and final plats, applicant must refer to City Code Chapter 266 (available at <http://ecode360.com/10874509>) for more information about plat requirements, design standards, and drainage, water, sewage, easement, block, lot, open space, natural feature protection, and public improvement specifications. This list is provided as a guide only is for the convenience of the applicant. The City of Newburgh Planning Board may require other material or revisions prior to granting approval.

A. SKETCH PLAN SUBMISSION

Prior to submitting a preliminary plat and application for approval of a subdivision, the subdivider may choose to submit a sketch plan of the proposed street layout to the City Planning Board for informal discussion and review. The sketch plan must include the following:

Check

Box Requirement

- | | |
|--------------------------|--|
| <input type="checkbox"/> | SECTION, BLOCK, LOT NUMBER |
| <input type="checkbox"/> | NAME AND ADDRESS OF RECORD OWNER |
| <input type="checkbox"/> | LOCATION MAP OF PROPERTY |
| <input type="checkbox"/> | NORTH ARROW |
| <input type="checkbox"/> | SCALE OF MAP |
| <input type="checkbox"/> | PROPERTY BOUNDARIES (DEED PLOT TO SCALE-MINIMUM) |
| <input type="checkbox"/> | ADJACENT ROADS |
| <input type="checkbox"/> | EXISTING PROPERTY ZONING |
| <input type="checkbox"/> | APPROXIMATE LOCATION OF STREAMS AND WATER BODIES |
| <input type="checkbox"/> | APPROXIMATE LOCATION OF EXISTING STRUCTURES |
| <input type="checkbox"/> | APPROXIMATE PROPOSED SUBDIVISION PROPERTY LINES |
| <input type="checkbox"/> | SEWER AVAILABILITY (PUBLIC) |
| <input type="checkbox"/> | WATER AVAILABILITY (PUBLIC) |

B. PRELIMINARY PLAT SUBMISSION

A professional engineer and land surveyor must prepare the preliminary plat legibly and clearly in pencil or ink. The plat must have a horizontal scale of 1" to 50 feet and a vertical scale of 1" to 5 feet. If more than one sheet is required, the plat must include a key map on each sheet indicating relationship to streets. Along with the preliminary plat, the applicant



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should prepare and submit a cost estimate for any performance bond. The preliminary plat must include the following:

Check

Box Requirement

- ☐ All information required for sketch plan.
- ☐ Approximate metes & bounds of prepared subdivision.
- ☐ Adjoining property locations & ownership.
- ☐ Location, widths, purpose, and grantee of all easements and rights-of-way on the property.
- ☐ Topography-2' contour interval unless otherwise allowed by the Planning Board.
- ☐ Location of all areas subject to flooding or ponding.
- ☐ Location & limits of all “designated wetland” areas; delineate proposed 100' buffer strip around wetland.
- ☐ Subdivision name and location.
- ☐ Location of all water courses.
- ☐ Location and uses of all structures and improvements (water, sewer, storm drainage, roads, drives, etc.) on the property including location and use of all structures within 100' of the property.
- ☐ Zoning table showing what is required in the particular zone and what the applicant in each category of the bulk table required.
- ☐ Zoning boundaries, if within the area of the proposed subdivision.
- ☐ Date of the plat preparation and/or plat revisions.
- ☐ Preliminary design and details of Sanitary Sewage Disposal Systems.
- ☐ A note requiring the design of a septic disposal system (if no public sewer is available within 100') by a licensed engineer and requirement that it/they must be constructed in accordance with this design under review by the engineer in accordance with Orange County Laws, Rules & Regulations.



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- ☐ Name and width of adjacent streets.
- ☐ Proposed road profiles and cross sections in accordance with the City of Newburgh specifications.
- ☐ Proposed lot areas.
- ☐ Numbering on proposed lots.
- ☐ Preliminary design of all proposed drainage systems.
Note: At the request of the Planning Board, a complete drainage Engineering report shall be submitted for approval by the Planning Board.
- ☐ Proposed locations of new structures.
- ☐ Locations and proposed grade and cross section of driveways to each individual proposed lot.
- ☐ If the subdivision application is being made by other than the record owner of the property, a statement shall be submitted signed by the record owner indicating that the applicant has authorization to act on the owners behalf. This letter shall be signed by the record owner of the property.
- ☐ Prior to the commencement of the required Public Hearing, furnish evidence that the necessary informational mails have been made to all applicable property owners as required.
- ☐ All necessary application fees to the City of Newburgh must be paid prior to preliminary approval by the City of Newburgh Planning Board.
- ☐ Environmental Assessment Statement- (Long or Short Form as delineated by the City of Newburgh Planning Board).
- ☐ Seal and signature of design professional preparing plan.
- ☐ A notarized affidavit from the record owner that he is the owner of the land proposed for subdivision and, if the subdivider is not the record owner, that the subdivider may act for him (See subsection G below).

C. FINAL PLAN SUBMISSION

A professional engineer and land surveyor must prepare the final plat legibly and clearly in pencil or waterproof ink. The plat must have a horizontal scale of 1" to 50 feet and a vertical



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scale of 1" to 5 feet. If more than one sheet is required, the plat must include a key map on each sheet indicating relationship to streets. The final plat must include the following:

Check

<u>Box</u>	<u>Requirement</u>
------------	--------------------

- | | |
|--------------------------|--|
| <input type="checkbox"/> | All information required for sketch plan and preliminary approval. |
| <input type="checkbox"/> | Completed deeds of dedication for all proposed roads which are to be dedicated to the City of Newburgh at the completion of the project. |
| <input type="checkbox"/> | Complete construction plans and specifications, if applicable for all infrastructure improvements, including but not necessarily limited to streets, curbs, sidewalks, drainage, water supply, sewer systems, fire alarms. |
| <input type="checkbox"/> | Final design and details of sanitary sewage disposal systems. |
| <input type="checkbox"/> | Prior to final approval, evidence shall be submitted to the City of Newburgh Planning that the plans have received final approval from Orange County Department of Health, the New York State Department of Health, the New York Department of Environmental Conservation and any other Necessary review agencies having jurisdiction. |
| <input type="checkbox"/> | Monumentation of all major corners of subdivision. |

D. FOR ALL PLAT SUBMISSIONS

Subdivision plat shall be accompanied by separate sheets of construction plans (if required) and shall be submitted to the Planning Board for approval as follows:

Check

<u>Box</u>	<u>Requirement</u>
------------	--------------------

- | | |
|--------------------------|--|
| <input type="checkbox"/> | A copy of this checklist with indications by the designer preparing the plans that all applicable requirements of this checklist have been met. |
| <input type="checkbox"/> | All mylars & maps must have sufficient space for Planning Board stamp (3"x5") above or to the left of the project information located at the bottom right hand corner of the maps. Maps will not be accepted for signing without sufficient space. |
| <input type="checkbox"/> | All plans folded shall be folded with the title block & stamp of approval exposed. |



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E. ENDORSEMENT

Every plat submitted for Planning Board approval must carry the following endorsement:

Approved by Resolution _____ of the Planning Board of the City of Newburgh, New York on the _____ day of _____, 20____, subject to all requirements and conditions of said resolution. Any change, erasure, modification or revision of this plat, as approved, shall void this approval. Signed this _____ day of _____, 20____.

Chairman

City Engineer

F. SITE PLAN PREPARER'S ACKNOWLEDGEMENT

Every plat submitted for Planning Board approval must carry the following preparer's acknowledgement:

The plat for the proposed subdivision has been prepared in accordance with the City of Newburgh Planning Board checklist.

Applicant's Name: _____

Preparer's Signature: _____

Date: _____



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G. AFFIDAVIT OF OWNERSHIP

An affidavit of ownership or permission from the owner must be submitted with this application. If the property owner is a business organization, such as a corporation or limited liability company (LLC), additional requirements apply. An owner who is a business organization must submit either the papers of incorporation demonstrating the applicant is an officer of the company or manager/member, a Power of Attorney, or a corporate resolution permitting the application to be made on behalf of the business organization.

Please submit either the Owner's Affidavit or Owner's Proxy Statement and appropriate accompanying documentation if the owner is a business entity.



Land Development Application – Special Use Permit
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PART IV – Specific Information for Special Use Permit Applications

Newburgh Code Sections 300 provide numerous policies, factors, and specific standards for special uses. Special use permit applicants should review these sections in detail, include in the application any required information outlined in Section 300 ARTICLE XII, and ensure the application refers to any relevant standards for special uses. The applicant may submit one application for multiple special uses on the same parcel(s). Additionally, applications must include any legal descriptions, maps, plot plans, drawings, photographs, or other information that the Planning Board requires, and the Board may request that the applicant reproduce this information for distribution to Planning Board members. The Planning Board will not accept and process the application until it is complete and correct and the proper fee is paid. If a question in Part IV is not applicable, the applicant should write “N/A” or “Not Applicable” in response.

- (1) Describe the special use you desire to make of the property.

--

- (2) Describe the nature and condition of surrounding and adjacent structures and uses.

--

- (3) What is the property being used for at the present time?

--



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- (4) Will the proposed use increase traffic congestion, impact pedestrian safety, or impact current roads? Describe how. If not, why won't it?

--

- (5) Will off-street parking be provided for customers/ employees /occupants? ☐ Yes ☐ No
If yes:

How many spaces? _____	Size of each space? _____ Ft. x _____ Ft.
------------------------	---

- (6) List any churches, schools, theaters, public buildings, parks, playgrounds and recreational facilities that are located within 500 feet of the exterior property lines of the property on which the proposed use is to be located:

--

- (7) How many persons will be employed by the use?

Full-time employees?	Part-time employees?
----------------------	----------------------

- (8) State the maximum number of customers, clients, patients or patrons expected to be on the premises at any one time:

--



- Square Footage: _____ Ft.
Front Lot Line: _____ Ft. Side Lot Line: _____ Ft. Rear Lot Line: _____ Ft.

- | | | |
|---------------------|-----------------------------|-----------------------|
| Building No.: _____ | Size: _____ Ft. x _____ Ft. | No. of Stories: _____ |
| Building No.: _____ | Size: _____ Ft. x _____ Ft. | No. of Stories: _____ |
| Building No.: _____ | Size: _____ Ft. x _____ Ft. | No. of Stories: _____ |

- Building No.: _____ Usable Sq. Ft.: _____ Sq. Ft. devoted to proposed use: _____
 Building No.: _____ Usable Sq. Ft.: _____ Sq. Ft. devoted to proposed use: _____
 Building No.: _____ Usable Sq. Ft.: _____ Sq. Ft. devoted to proposed use: _____

- Building No.: _____
Distance from the
property lines: Front: _____ Ft. Rear: _____ Ft. Side: _____ Ft. Side: _____ Ft.

Building No.: _____
Distance from the
property lines: Front: _____ Ft. Rear: _____ Ft. Side: _____ Ft. Side: _____ Ft.

Building No.: _____
Distance from the
property lines: Front: _____ Ft. Rear: _____ Ft. Side: _____ Ft. Side: _____ Ft.

- | |
|--|
| |
|--|



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- (14) What services will be provided on the premises?

- (15) Will vehicles be repaired on the premises? ☐ Yes ☐ No

- (16) Will auto painting or bodywork be done on the premises? ☐ Yes ☐ No

- (17) Where will vehicles be stored while waiting to be repaired?

- (18) Will vehicles parked overnight on the premises be stored inside or outside?

- (19) Will vehicles be sold on the premises? ☐ Yes ☐ No

- (20) Will tools be used on the premises? ☐ Yes ☐ No

If yes, explain what type, quantities, and impact:

- (21) Will the crafting of parts be done on the premises? ☐ Yes ☐ No

If yes, explain:



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- (22) Is the premises connected to a public sewer? ☐ Yes ☐ No
- (23) Will facilities other than the public sewer be provided for disposing of oil based waste products and effluents? If so, describe.

--

- (24) Describe the proposed use's impact on the public water, drainage, and sewer systems, as well as any other municipal facility.

--

- (25) What is the *maximum* noise level and vibration level that will be produced by machines to be employed in the project at any given time?

Noise Level?	Vibration Level?
--------------	------------------

- (26) Will solid, liquid, or gaseous waste products be produced by the project? ☐ Yes ☐ No
If yes, describe:

- (27) Will odors be created by the project? ☐ Yes ☐ No
If yes, describe:



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- (28) Will dust be created by the use?

☐ Yes ☐ No

If yes, describe:

- (29) Will glare be produced by the project?

☐ Yes ☐ No

If yes, describe:

- (30) Will electrical interference or discharges be produced by the project?

☐ Yes ☐ No

If yes, describe:

- (31) Will radioactivity be created by the use?

☐ Yes ☐ No

If yes, describe:

- (32) What fire prevention and safety devices will be installed? I.e. exit doors, fire escapes, sprinkler systems, standpipe system, paint spray booth, fire extinguishers, etc.



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- (33) Describe how premises is accessible to fire, police, and other emergency vehicles.

--



Land Development Application

Owner Affidavit

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PART V – Signatures - To Be Completed by Applicant

On this the __ day of _____, 20__, before me, _____ (name of notary), the undersigned officer, personally appeared _____ (name of affiant), known to me (or satisfactorily proven) to be the person(s) whose name(s) (is or are) subscribed to the within instrument and acknowledged that (he, she or they), first being duly sworn, deposes and swears that:

☐ I am the owner of the property located at:

☐ I am authorized to act on behalf of the owner of the property located at:

Street Address: _____

City: _____

Newburgh

State: NY

Zip: 12550

Signature of Affiant

Printed Name of Affiant

Subscribed and sworn to before me this __ day of _____, 20__.

Signature of Notary Public

Printed Name of Notary

Date Commission Expires:

STATE OF _____)

_____) ss. (city/town)

COUNTY OF _____)



Land Development Application

Owner's Proxy Statement

City of Newburgh, New York, Planning Board

123 Grand Street, Newburgh, New York 12550

Phone: (845) 569-7400

Fax: (845) 569-0096

www.cityofnewburgh-ny.gov

COMPLETE THIS FORM ONLY IF APPLICANT IS OTHER THAN OWNER.
THE FOLLOWING STATEMENT MUST BE SIGNED AND NOTARIZED

A. Property Information:

Street Address:						
City:	Newburgh	State:	NY	Zip:	12550	
Tax Map Designation:	Section:		Block:		Lot(s):	

B. Property Owner:

Name:						
Address:						
City:		State:		Zip:		
Phone:						

C. Applicant: (Party making application on owner's behalf)

Name:						
Address:						
City:		State:		Zip:		
Phone:						

D. Owner Proxy Statement:

I, _____ swear that I am the owner of the subject property, and, _____, the – Agent ☐/Corporate Officer ☐/Contractor ☐/ Other _____ ☐ of said owner or owners is duly authorized to perform said work and to make and file this application; that all statements contained in the application are true to the best of his/her knowledge and belief; that work will be performed in the manner set forth in the application and in the plans and specifications filed therewith.

Owner Signature: _____ Date: _____

Subscribed and sworn to before me this __ day of ____, 20__.

Signature of Notary Public

Printed Name of Notary

Date Commission Expires:



**Land Development Application
Corporation Authorization Statement**

City of Newburgh, New York, Planning Board

123 Grand Street, Newburgh, New York 12550

Phone: (845) 569-7400

Fax: (845) 569-0096

www.cityofnewburgh-ny.gov

To Be Completed If Corporate Applicant

STATE OF _____)

_____) ss. (city/town)

COUNTY OF _____)

_____, being duly sworn deposes and says that he/she is the

(title)

(name of corporation)

a _____ (enter name of State of incorporation) corporation, the applicant named the foregoing application and knows the contents thereof and the same is true to his own knowledge, except as to matters therein stated to be alleged on information and belief and as to those matters he believes it to be true. The signature of the applicant and owner also grants consent for City Staff or City Board or Commission members responsible for of the review or approval of this application(s) to enter the property of the subject application.

Applicant Signature

Date

(Print Name Above)

Property Owner Signature(s)

Date

(Print Name Above)

Sworn to before me

This _____ day of _____, 20____

Notary Public